

TITLE: CURATOR\*

CODE: 30451

DEFINITION

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This is entry-level professional curatorial work in association with a museum or historic site.

Employees in this class participate in the management of historic properties, historic restorations, archaeological sites, collections, and museum exhibits, or in the preparation and implementation of educational and interpretative programs for a museum or historic site. Work involves accessioning, preserving, cataloging, and utilizing collections; developing and producing exhibits; locating, identifying, recording, and interpreting cultural features in a historic area; developing and implementing educational materials, training programs, curricula, special events, tours, and/or interpretative programs for school children, educators, volunteers, and the general public; promoting collections, exhibits, programs, and sites; and participating in research related to the assigned area. Work is reviewed in progress and upon completion for compliance with established procedures.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Collects, accessions, preserves, catalogs, interprets, and utilizes collections from archaeological sites, historic sites, and museums.

Locates, identifies, records, and interprets cultural features throughout a historic area

Participates in planning, designing, and preparing exhibits, historic restorations/recreations, interpretive programs and trails, or special events and in preparing and distributing loan, exhibit, or interpretive materials.

Examines, diagnoses, treats and/or repairs museum or interpretive items for preservation by means of mechanical and chemical methods.

Researches source materials connected with collections, exhibits, or historic sites for the management of museum holdings or educational and interpretive programs.

Protects historic and archaeological resources by assessing visitor impact or other erosive factors and modifying programming to correct problems.

Maintains the security of museum or historic site.

Plans, designs, and implements programs to interpret museum exhibits, collections, or historic sites to schoolchildren and the public.

Participates in developing supplementary programming & curriculum materials to aid educators and visitors in the use of original archival and artifactual materials, or in the use of the historic site or museum.

Participates in developing a variety of other materials such as orientation pamphlets for visitors, explanatory/supplementary handouts for exhibits, interpretive trails and tours, grant applications for the museum or site, or programs to interest school children in historical research

and historical topics, archaeology, preservation, and museum techniques.

Recruits, trains, and oversees the activities of **nonprofessional** employees and volunteers assisting with exhibit display, interpretation, or special events, or working in the museum or on a historic site.

Speaks before historical, civic, educational, and other groups interested in museum and/or historic sites.

Prepares press releases and other information for the media.

Prepares reports and correspondence and maintains records and interpretive props.

Performs related work as assigned.

**COMPENSABLE FACTORS** (The following statements are provided in order to identify **compensable** factors. Minimum qualifications utilized for selection purposes will be determined as part of an examination job analysis procedure.)

Graduation from a four-year college or university with a bachelor's degree in Education, Museum Studies, Public History, History, Anthropology, Public Archaeology, American Studies, Communication, Interpretation, Recreation or Leisure Studies, Tourism or a field appropriate to the specialty.

Responsible experience in a museum or historic site or work in the **field** of specialization.

**\*OPTIONS**

003 General

358 Education/

Interpretat  
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Revised:

2/13/02